

(CLASSIFICATION)

Active Registry
63-5770

OFFICE OF THE DIRECTOR

Action Memorandum No. A-273Date 18 July 1963

TO : Deputy Director (Support)

SUBJECT : Renovation of the Director's Suite

REFERENCE:

1. The Director has approved the recommendations of the Fine Arts Commission (FAC) for renovating the Director's Suite. Preliminary estimates for this work are between \$30,000 and \$40,000. Funds will be obligated out of the O/DCI allotment.

2. It is my understanding that Mr. Dudley Brown of the Office of Federal Supply, General Services Administration (GSA), has concurred in the selection of the firm [] to do this job. Mr. Brown stated that although it would be highly desirable for his office to undertake the responsibility for the design and execution of the renovations, he doubted whether his present staff would be able to undertake this project within the limited time required for completion once the DCI had given his approval.

3. The DDS shall prepare an appropriate contract with [] in coordination with the Chairman/FAC, the General Counsel, and if necessary, GSA, to insure that the work is completed during the first three weeks of August 1963, and the required furniture is procured as rapidly as possible.

4. Please keep me advised of your progress on this project.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

SUSPENSE DATE: 22 August 1963

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Distribution:

Orig. & 1 - Addr.

1 - Chairman/FAC

1 - OGC

1 - Comptroller

1 - Executive Director

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K1A O/DCI [redacted] (18 July 1963)

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JUL 25 9 25 AM '63